

APPLICATION INSTRUCTIONS

for

CAREER AND TECHNICAL EDUCATION SCHOLARSHIPS AND TUITION AWARDS

2008-2009

The Career and Technical Education Scholarships and Tuition Awards are for outstanding Career and Technical Education (CTE) students. The awards cover ONE year of tuition only (no other expenses) for those students who have excelled in their Career and Technical Education (CTE) area. Eligible candidates are those who are **(1) planning on attending a postsecondary institution in a CTE program that is a two-year Associate Degree program or less (preceding immediate employment in that area) OR (2) those who are planning to teach in a CTE area (a four-year program).** All other four-year degree programs will be disqualified.

These CTE awards are sponsored by the Utah State Office of Education (USOE) with funds for the awards coming from each of the postsecondary institutions: **(Please note---Salt Lake Community College does NOT include Salt Lake Skills Center on State Street.)**

**Bridgerland ATC
College of Eastern Utah
Davis ATC
Dixie ATC
Dixie State College**

**Mountainland ATC
Ogden-Weber ATC
Salt Lake Community College
Salt Lake-Tooele ATC
Snow College – Richfield**

**Southern Utah University
Southwest ATC
Uintah Basin ATC
Utah Valley University
Weber State University**

Students (*juniors* and seniors) are strongly encouraged to work with their (1) high school counselor and (2) nominating CTE teacher when completing this application form and portfolio. Awards are **ONLY** to the above-mentioned institutions, i.e., if an institution is not listed above, they are NOT offering these particular CTE Scholarships.

Advisors, parents, and others should follow directions in the student portfolio and application forms explicitly to ensure that portfolios/applications are accepted and considered for awards. Please be aware that CTE Scholarships are valid only if the student attains and maintains full-time status at the college or university to which the award is given.

Teachers and counselors, please inform eligible applicants that the odds of receiving an award in Year 2007 were 1:2. The monetary value of their spending four to five hours preparing an application could yield them well over 15 hundred dollars. Ask them to do the math. What is the potential hourly payback for preparing and applying?

If you have any additional questions or comments, call Aleta Hansen, (801) 538-7921 (Press #1 to leave a message), or Murray Meszaros (801) 538-7870.

APPLICATION REQUIREMENTS

1. Each nominee must have **complete graduate status**. In other words, each applicant must be a senior who will graduate from a Utah-sponsored, public, secondary school **before September 15, 2008.**
2. Student is eligible to apply for the scholarship---assuming he/she meets all other criteria listed in the application and is a Career and Technical Education (CTE) student either completing or continuing courses in one of the following CTE areas: **Agriculture, Business, Family and Consumer Sciences, Health Science and Technology, Information Technology, Marketing, Technology Education, and Trade and Technical.**
3. Each nominee must **have a valid Career and Technical Education occupational goal.**

4. Each nominee must check if the CTE program he/she wants to take is actually offered at the institutions he/she wants to attend. Sources of information for this are the Student Guide Book (given to seniors), school counselors, and/or on the websites of participating institutions. **PLEASE BE AWARE:** Some colleges, including Weber State University, Southern Utah University, Utah Valley University, **require a cumulative GPA above 3.0.**
5. Immediate employment after completing the training program is a requirement for all potential award recipients who enter Associate Degree or less programs and for those entering four-year, CTE teacher education programs. It must be clearly stated in the student's narrative as to what employment the student intends to seek and how the student plans to obtain that employment once the training is completed.
6. Each nominee must complete all aspects of the PORTFOLIO and send it to the Utah State Office of Education. Please see the "Student Portfolio Guidelines and Applications," section to see what a completed portfolio includes. Please print legibly or type the application form and be sure to check grammar and spelling. Please be sure that ALL aspects of the portfolio and application form are completed. The judges will **not** call students for missing pieces.
7. The application must be **postmarked by Friday, March 3, 2008.** The application/portfolio must be **stapled together.** **No** other form of binding will be accepted. Please do NOT submit personal photos of any kind.
8. **You may accept other private scholarships, but be aware that you cannot accept THIS and another scholarship from the same college or university.**
9. Please be honest. Do **not** apply if your intentions do not match **ALL** aspects of the preceding application requirements, #1-5.

Critical Timeline

- Monday, March 3, 2008 ----Student's application postmarked to USOE
- Friday, March 27, 2008 ----USOE notifies award recipients only.
(If you have NOT received a written response by April 12, 2008, chances are that you are NOT a recipient of a scholarship.)
- **Tuesday, April 11, 2008** ----Recipients **must fax response** to USOE (801-538-7868)
- Friday, May 11, 2008 ----Notification by USOE mailed to those NOT receiving awards
- **Thursday, May 1, 2008** ----**BANQUET for awards recipients will be held at Salt Lake Community College, 4600 South Redwood Road, in the Student Center "Oak Room" from 11:45 to 1:30 p.m.**

Please be informed that NO awards will be individually distributed by USOE at high school award assemblies.

Student

**Portfolio Guidelines
and Application Forms**

for the

2008-2009

**UTAH
CAREER AND TECHNICAL
EDUCATION**

**SCHOLARSHIPS AND
TUITION AWARDS**

PORTFOLIO

Requirements for

2008-2009 CAREER AND TECHNICAL EDUCATION (CTE) SCHOLARSHIPS AND TUITION AWARDS

All areas listed below **MUST be completed and included** to be considered for an award.

Your portfolio should be designed to **highlight** the qualifications you have and it is highly recommended that it be no more than 8 pages long. Be sure to work with your high school guidance counselor on the portfolio and the application form. Please **do not** put the portfolio - which includes your application - into sheet protectors, plastic binders, report covers, etc. ***Simply staple the portfolio together.*** The portfolio must contain these items **in the FOLLOWING ORDER:**

A. APPLICATION FORM

Please complete the attached form in all areas. Please make sure ALL phone numbers are correct as we use these as contact numbers.

B. TRANSCRIPT OF CREDITS

Please **HIGHLIGHT** on your official transcripts all CTE courses completed. Please have the transcripts signed by your high school counselor or school seal stamped on it.

C. PERSONAL DATA SHEET/RESUME

Please include:

1. CTE courses completed;
2. CTE Skill Certificates obtained (You are not required to have skill certificates to be eligible, but it does enhance the application.);
3. Work experience;
4. Awards and honors;
5. Membership in clubs and organizations; and
6. Leadership and citizenship/service experiences (service positions held in school, community, church, etc.).

D. EDUCATION AND OCCUPATIONAL PLANS

Please write a short narrative outlining the following areas:

1. Personal goals and
2. The steps necessary to reach your educational and occupational career goals including:
 - (a) Where training for your goals is available;
 - (b) What experience is required to enter and succeed in your occupational goal/area; and
 - (c) What you plan to do for employment after your training is completed and how you plan to enter your field.

E. LETTER(S) OF RECOMMENDATION (No more than two letters)

- (1) From the nominating CTE teacher;
- (2) From another teacher, high school counselor, principal, or community person who knows your strengths and abilities.

APPLICATION FORM

for
UTAH CAREER AND TECHNICAL EDUCATION 2008-2009 SCHOLARSHIPS and TUITION
AWARDS

(Print legibly or TYPE---ALL items MUST be FILLED IN.)

Name of Student _____ SS _____

Address of Student _____
Street and/or P.O. Box _____

City _____ State _____ ZIP _____

*All 3 are
required →*

(1) Home Telephone _____ (2) High School Telephone _____ (3) High School Fax _____

Parent Name _____ Work Phone # _____

Parent Name _____ Work Phone # _____

YOUR HIGH SCHOOL [NOT an ATC] _____ City _____

Choices of Institutions: Please choose from the following institutions **ONLY**. If you list only one choice of institution and that institution is unavailable for a Tuition Award, we will NOT give you an award to any other institution. (Please note, Salt Lake Community College does NOT include Salt Lake Skills Center on State Street.)

Bridgerland ATC
College of Eastern Utah
Davis ATC
Dixie ATC
Dixie State College

Mountainland ATC
Ogden-Weber ATC
Salt Lake Community College
Salt Lake-Tooele ATC
Snow College – Richfield

Southern Utah University
Uintah Basin ATC
Utah Valley University
Weber State College

I Meet Admission Standards
1st Choice _____ ☐ yes ☐ no
2nd Choice _____ ☐ yes ☐ no
3rd Choice _____ ☐ yes ☐ no

To qualify for an Award, your CTE occupational goal must be (1) to pursue a post-high school **CTE training program requiring two years** (Associates Degree) **or less** for completion **OR** a four-year teaching degree in one of the CTE areas **AND** (2) to enter employment immediately upon completion of the training program.

Your post-high school CTE/Occupational Goal: _____

Be specific. (Example: welding, accounting, carpentry, business ed. teacher, dental technician, childcare, fashion merchandising, etc.)

Career and Technical Education Area of Emphasis: (Check one only.)

- | | |
|--|---|
| <input type="radio"/> Agriculture | <input type="radio"/> Trade and Technical |
| <input type="radio"/> Business | <input type="radio"/> Family and Consumer Sciences |
| <input type="radio"/> Marketing | <input type="radio"/> Technology Education |
| <input type="radio"/> Information Technology | <input type="radio"/> Health Science and Technology |

Application Validation:

We have done the following:

- 1.) Read, understood, and completed all rules and requirements of the CTE Scholarships and Tuition Awards application process, and
- 2.) Determined that the student is seeking:
 - A **two-year Associate Degree** or less; **OR**
 - A four-year **teaching degree** in a CTE area, and
 - Employment immediately after completing the training.
- 3.) Determined whether or not the institution the student plans to attend (and apply for) actually has the program of study student is seeking.

(Four-year degree programs of any other kind will be DISQUALIFIED.)

Signatures (All 3 signatures are required.)

1. _____
Signature of Nominated Student

2. _____
Signature of Nominating Career and Technical Education (CTE) Teacher

☐ I, the **High School Guidance Counselor OR High School CTE Coordinator**, have also reviewed the postsecondary admissions' requirements with the above student and the student meets the admissions' criteria for the institutions for which he/she has selected.

☐ I, the **High School Guidance Counselor OR High School CTE Coordinator** have also reviewed the postsecondary admissions' and guideline requirements with the above student and advised them of the following criteria: **As indicated in these guidelines, scholarships must be used in specifically Career and Technical Education areas/curriculum.** Scholarship recipients who do not use scholarships as stipulated will find scholarships being revoked by the awarding institutions.

☐ I attest that this scholarship applicant is **on track to graduate THIS school year.**

3. _____ Phone # _____
Signature of High School Guidance Counselor/High School CTE Coordinator

Return packet to:

Aleta Hansen
CTE Scholarships and Tuition Awards
Utah State Office of Education
250 East 500 South
PO Box 144200
Salt Lake City, UT 84114-4200

POSTMARK DEADLINE (or hand deliver) by Friday, March 3, 2008